



*Okehampton Town Council*

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Paul R Snell  
Town Clerk

1 February 2016

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 8 February 2016 at 7.00 pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Paul R Snell  
Town Clerk

### **AGENDA**

**Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.**

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 21 December 2015.
5. **Matters Arising** -

- 5.1 **Redundant furniture** - Clerk to report.
- 5.2 **Refurbishment of first floor WC and Kitchen** - flooring completed.
- 5.3 **Fees & Charges** - work in progress
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
7. **Hall Bookings** - Summary of Charter Hall hirings for February & March 2016.
8. **Merlin Cinemas** - Structural and plan details submitted for introduction of third screen to upper floor of Market Hall for consideration and approval prior to Planning submission.
9. **Committee Room Use** - Consideration of short-term use of the Committee Room for photographic archive sorting.
10. **Members' Reports/Reminders for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - (i) **Museum of Dartmoor Life** - Councillor Goffey.

## **PART TWO**

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

11. **Lease Renewals** - Clerk to report.